



## TRAINING RECORD

Name (print):	
Dept/Site:	
Date Competency Achieved:	
Credit Hours:	1 hour

Specific Topic:

### Mandatory Abuse Reporting

I have been trained on the Mandatory Abuse and Neglect Reporting policy. I am aware that:

State law requires any employee with knowledge of physical abuse, sexual abuse, or neglect that leads to harm to a child to be reported immediately to the appropriate state reporting authority. Any employee with knowledge or evidence of suspected abuse should also consult with his/her program/clinical director or other appropriate program authority as quickly as possible. For additional information, please refer to your Program's Policies and Procedures Manual or contact our Human Resources Department.

I received a copy of it, or had a chance to print it off Janus Youth Web-Site or shared drive, and had an opportunity to ask questions. I understand and will abide by Janus Youth expectations.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Trainer's Name: \_\_\_\_\_

Supervisor/Trainer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Copy to HR for File***